Global Keyholder General Schedules

Global Keyholders utilize only one type of General Schedule: Keyholder Availability.

Keyholder Availability

Keyholder Availability allows you to enable phone number contact points outside of hours they may answer. For example if a person is unavailable after 5 PM, it doesn't make sense to attempt to call their number when they are unavailable.

Creating a General Schedule

1. Select the **General Schedules** on the Record, then **click the Plus sign (⊕)** to the right of the word General Schedules.
2. **Create a General Schedule ID** - This is limited to 4 characters. Some examples may be KH01, CL01, K001, L001, and the like. Check with your organization for your specific ID conventions.
3. **Enter the Call List Description** - Be specific and clear to help others understand the purpose.
4. **Set the days of the week and the times of the day for each option**.
    - **Please note that no single line may cross the midnight line,** therefore, if you have a schedule that crosses midnight you will need to manage for that.
    - General Schedules are an OPT IN period. That means the schedule periods are for when the element IS available.
5. When all data is entered as expected, click Done.
6. Remember to click the Save icon (⊡) to commit the data to the database.